

CUSTODY AND SAFEKEEPING
OF CLASSIFIED DEFENSE MATERIAL

The possession or use of classified defense information or material shall be limited to locations where facilities for security storage or protection thereof are available by means of which unauthorized persons are prevented from gaining access thereto. Whenever such information or material is not under the personal supervision of its custodian, whether during or outside of working hours, the following physical or mechanical means shall be taken to protect it:

(1) Storage of TOP SECRET Material: Top Secret defense material shall be protected in storage by the most secure facilities possible. It will be stored in a safe or safe-type steel file container having a three-position, dial type, combination lock and being of such weight, size, construction or installation as to minimize the possibility of surreptitious entry, physical theft, damage by fire or tampering.

(2) SECRET and CONFIDENTIAL Material: These categories may be stored in a manner authorized for Top Secret material or in a metal file cabinet equipped with steel lockbar and an approved three combination dial-type padlock from which the manufacturer's identification numbers have been obliterated.

CERTIFICATE

I certify that I (have) (do not have) access to facilities for storage of defense material classified (Top Secret) (Secret and Confidential) which meet the requirements outlined above.

SECRET () TOP SECRET (X) Facility Clearance was granted by:

FOIAb3b

(Name of Security Cognizance Office)

Signed
(Signature)

(Print)

Classified material mailed to me should be addressed as follows:

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